

Virginia Tuition Relief, Refund, and Reinstatement Guidelines

General Description and Purpose

Pursuant to §23-9.6:2, these guidelines are issued by the State Council of Higher Education to ensure the application of uniform criteria in providing for the tuition relief and refunds, and for reinstatement of students whose active military duty or mobilization during a national emergency has required their sudden withdrawal or prolonged absence from their enrollment in Virginia institutions of higher education.

Definitions

For purposes of this section, the following definitions shall apply:

"Tuition Relief" and "refunds" refer to actual price of education charged to students during the term in which they are called suddenly to active duty or mobilization and the amount of the payment to be returned to students, if any, because of their sudden withdrawal from Virginia institutions. The presumption is that any students called to active duty or mobilization under the circumstances described in this section of the **Code** shall be entitled to a refund of some portion of the tuition and required fees, as well as certain other costs, paid to the institution to cover the price of attending during the term in which they withdrew."

"Reinstatement" refers to the conditions under which students who are called suddenly to military duty or mobilization under the circumstances described in this section of the **Code** shall be entitled to be re-admitted to the institutions from which they withdrew following the conclusion of their service on active duty or mobilization.

"National emergency" refers to any operation, including a defense crisis, in which the President of the United States declares a sudden mobilization that includes members of the Virginia National Guard or the active or reserve forces of the U.S. armed forces who are students enrolled in Virginia institutions of higher education.

"Sudden withdrawal" refers to students leaving institutions after a semester has begun or after the tuition and required fees for a term have already been billed or paid by students to their respective institutions.

"Prolonged absence" refers to the length of time the students called to active duty or mobilization remains under military orders as a result of the national emergency.

General Rules

Pursuant to §23-9.6:2, each state-supported institution of higher education shall adopt a

policy statement providing for the tuition relief, refund, and reinstatement of students whose active military duty during a time of national emergency has required their sudden withdrawal or prolonged absence from their enrollment in Virginia institutions of higher education. The policy statement shall provide for the following:

- A. **Tuition and Required Fees** - The policy will describe how a student who meets the requirements of this section shall be entitled to receive a partial or full refund of the tuition and required fees that have been billed or paid for the term in which the student is forced to withdraw. The institution shall describe the factors that determine the amount of a refund and shall provide, at the option of the student, for such funds to be retained to be applicable to the tuition and fees charged in the semester in which the student returns to study. The institution's tuition and fee policy with regard to this section may be different from its refund policy under other circumstances. The institution shall follow all applicable federal and state regulations pertaining to refunds when financial aid programs are involved.
- B. **Room and Board** - The policy will provide for a pro rata refund for room and board paid to the institution.
- C. **Deposits** - The policy will provide for refunding or crediting deposits made with the intent of securing future facilities or services.
- D. **Textbooks** - The policy will indicate whether refunds will be available and, if so, in what amount if the textbooks were purchased through the institution's bookstore.
- E. **Academic Credit** - The policy will describe a student's options concerning grades assigned for the semester in which a call to active duty or mobilization occurs. The policy shall provide reasonable time for a student to eliminate any "pending" grades (including "incomplete," "in progress," etc.) following a student's return from active duty or mobilization.
- F. **Reinstatement** - The policy will detail the circumstances under which a student shall be allowed to re-enroll following the student's release or return from active duty or mobilization. Generally, a student who is called to active duty or is mobilized should be assured a reasonable opportunity to re-enroll in the same program of studies without having to re-apply for admission if the student returns to the same institution within one year of completing service required as a result of the national emergency.

Special Rules

- A. These guidelines shall be revised periodically by an advisory committee of institutional representatives as provided for in §23-9.6:2.
- B. These guidelines shall become effective September 1, 1991. Each institution shall file its policy statement with the State Council of Higher Education no later than November 1, 1991.
- C. These guidelines shall apply to all persons whose active duty or mobilization required their sudden withdrawal or prolonged absence after January 1, 1990.
- D. As provided in §23-9.6:2, these guidelines shall be incorporated by all public institutions of higher education in their tuition and enrollment policies. In accordance with House Joint Resolution 454, Virginia private institutions are

requested to follow the guidelines.